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| NATOhor_RGB_HR | **NATO PUBLIC DIPLOMACY PROGRAMMES**  **CO-SPONSORSHIP GRANTS FOR PUBLIC DIPLOMACY PROJECTS**  **PUBLIC DIPLOMACY DIVISION, INTERNATIONAL STAFF, NATO HEADQUARTERS**  Blvd. Leopold III, B-1110 Brussels, Belgium |

Grant APPLICATIOn Form

FY 2018

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# General information

## Goal

Before submitting your Grant Application, please read carefully the Grant Request Application Guidelines document. The aim of this document is to help you to have a better understanding of the NATO rules applicable to Grants.

## Checklist

* Letter of Request
* A structured outline of the applicant’s activity
* The completed Grant Application Form

# Project information

|  |  |  |
| --- | --- | --- |
| Non-Profit Organisation:  Contact Person(s): | Name:  Address:    Telephone:  E-mail:  Website:  Main contact person:  Alternative contact person(s): | |
| Type of Project: |  | |
| Title of Project: |  | |
| Target Audience: |  | |
| Venue (city, country):  Date: |  | |
| Additional Co-sponsoring Institutions: |  | |
| Request for NATO Speaker(s): |  | |
| A) Total estimated budget  B) Budget requested from NATO  (indicate currency) | A) | B) |

# Budget table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BUDGET CATEGORIES** | | **Estimate of Total Cost** (indicate currency) | **Items to be Covered by NATO**  (indicate currency) | **OFFICIAL USE ONLY**  **(to be filled in by NATO Programme Officer)**  Currency EUR | |
| 1. **TRAVEL EXPENSES Speakers** (excluding NATO Staff) | | | | | |
| **Hotel** |  |  |  |  |  |
| Nightly Room Rate: | \_\_\_\_\_ |
| Total Number of Nights: | \_\_\_\_\_ |
| **Transport** | |  |  |  |  |
| 1. **TRAVEL EXPENSES Participants** (excluding NATO Staff) | | | | | |
| **Hotel** |  |  |  |  |  |
| Nightly Room Rate: | \_\_\_\_\_ |
| Total Number of Nights: | \_\_\_\_\_ |
| **Transport** | |  |  |  |  |
| 1. **MEALS / CATERING** (the total cannot exceed 25% of the final NATO contribution) | | | | | |
| **Meals** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Number of Participants | \_\_\_\_\_ |
| **Coffee Breaks** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Number of Participants | \_\_\_\_\_ |

|  |  |  |  |  |  |
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| **Reception** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Participants | \_\_\_\_\_ |
| 1. **RENTALS** (Provided and invoiced by a third party) | | | | | |
| * Conference room | |  |  |  |  |
| * Equipment rental (e.g. audio-visual, interpretation booths, headsets) | |  |  |  |  |
| * Other rentals (Description Required) | |  |  |  |  |
| 1. **LINGUISTIC SERVICES** (Provided and invoiced by a third party) | | | | | |
| * Translation fees (written) | |  |  |  |  |
| * Interpretation fees (oral) | |  |  |  |  |
| 1. **Organisational expenses/Overhead** (provided by the Grantee) | | | | | |
| * Overhead of 5% | |  |  |  |  |
| 1. **Deliverables** (provided by the Grantee. Detailed description required) | | | | | |
| * Deliverables | |  |  |  |  |
| 1. **OTHER** (Provided and invoiced by a third party. Description required) | | | | | |
| * Online activities (e.g. event page, related use of social media) | |  |  |  |  |
| * Moderator and speaker’s fees (excluding from the Grantee’s organisation) | |  |  |  |  |
| * Audio-visual Products and Services (Description required) | |  |  |  |  |
| * Publicity (Description required) | |  |  |  |  |
|  | |  |  |  |  |
| **TOTAL ESTIMATED COST** | |  |  |  |  |

# Official use only

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| --- | --- |
| **FOR OFFICIAL USE ONLY** | |
| Has the Organisation received Co-sponsorship grant(s) before?  Y  N  Have received all the necessary documents and are they complete?  Y  N | |
| Comments - Recommendations | Date and signature of NATO Programme Officer |
| Final Decision | Date and signature by the PDD NATO Head of Section |